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Approved For Release 2001/08/09 : CIA-RDP78-03991A000300010032-2

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Note: 8 actual requisitions and 26 memos and letters were received during the week which will require contract or other action by the Contract Procurement officers and/or contract administrative officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 34 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in net new contract actions of 18.

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PURCHASE SECTION REPORT  
From 4 January to 9 January

<u>Requisitions</u>	133	
Balance pending end of previous week	<u>114</u>	
Received during week	247	
	<u>79</u>	
Completed during week	168	
Balance pending end of week		

Purchase Orders Issued

134

\$ 25,300.56

Backlog of Typing

Purchase Orders	25
Correspondence	0
Invitations to Bid	6
Bills of Lading	<u>0</u>
Total	31

## STATUS OF PENDING REQUISITIONS\*

Estimated ValueA. Without Action

Held less than 15 days	53
Held more than 15 days	<u>0</u>
Total	53

13,491.00

-0-

13,491.00B. With ActionPending Information from Requisitioning Office

Held less than 30 days	13
Held more than 30 days	<u>3</u>
Total	16

3,330.00

1,625.00

4,955.00

Pending Receipt or Opening of Bids

Held less than 30 days	75
Held more than 30 days	<u>5</u>
Total	80

25,616.00

1,360.00

26,976.00

Pending Clearance from GPO and/or GSA

Held less than 30 days	9
Held more than 30 days	<u>0</u>
Total	9

6,710.00

-0-

6,710.00Pending Completion of Service and/or Billing

Held less than 30 days	9
Held more than 30 days	<u>6</u>
Total	15

1,389.00

1,648.00

3,037.00

Total with Action

115

41,678.00

C. Total Pending Requisitions

168

55,160.00

D. Total Hours of Overtime during the past week

5

\* Details of Pending Purchasing Agent are in Purchase Section